



Limited Filing Registration Form  
for the  
United States Bankruptcy Court for the Northern District of California

To register for a login and password to the Case Management/Electronic Case Filing (CM/ECF) program, please complete Sections I, II and III below. Creditors (non-attorneys): "Firm" is the name of the creditor entity on whose behalf an employee or agent is applying for a login or password and is authorized to file electronically the following documents: joint transfer of claim, assignment of claim, withdrawal of claim, request for notice, notice of change of address and withdrawal of document.

**Section I**

☐ **Attorney (Not a member of the Northern California Bar)**

I affirm that I am admitted to practice in the United States Courts for the District of \_\_\_\_\_, and that I desire to file pleadings in the Northern District of California.

☐ **Creditor (non-attorney)**

I affirm that I am an authorized representative to prepare and file documents on behalf of \_\_\_\_\_.

(Creditor Entity)

**Resolution Advocate**

**Other** (Please Explain)

**Section II**

Last Name:

First Name:

Title:

Attorney Bar ID and State (if applicable):

Firm Name:

Address:

City:

State:

Zip Code:

Phone Number:

E-Mail Address:

☐ **I am attaching six notices of electronic filing (NEFs) from the past 6 months**

**OR**

☐ **I am requesting a login to the training database and will complete a brief prerequisite assignment.**

### Section III

I have read and understand the following rules:

1. I have read and will comply with the court's Interim Operating Order, Administrative Procedures, and Division Procedures for CM/ECF (located at [www.canb.uscourts.gov](http://www.canb.uscourts.gov)).
2. I will successfully complete the prerequisite assignment or provide six Notice of Electronic Filings ("NEFs") from the past six months. The NEFs will demonstrate successful filing of electronic documents with another CM/ECF bankruptcy court.
3. I will meet all hardware and software requirements, disseminated by the court, for system use. I understand that the current minimum requirements for filing documents are: a personal computer running a standard Windows platform (Windows 98/ME/NT/2000/XP); an Internet provider using point to point protocol (PPP) for dial-up service or offering DSL or cable service; Netscape Navigator 4.7x or higher or Microsoft Internet Explorer 5.5 or higher; Adobe Acrobat 4.01 or higher (or similar software to convert word processor format documents to portable document format (PDF)); and a document scanner.
4. I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing. Moreover, it is also my responsibility to immediately inform the court of any change in my firm affiliation, addresses, telephone, fax or e-mail address.
5. Any password issued for electronic filing shall be used exclusively by the Registered Participant to whom the password is assigned or by an employee(s) of such person to whom proper authorization has been given by the Registered Participant. No Registered Participant shall knowingly permit a password to be used by anyone who is not authorized to use the password and no person shall knowingly use the password of a Registered Participant unless such person is so authorized. If an employee of a Registered Participant is no longer permitted such access or if the Registered Participant has reason to believe that the security of their password has been compromised, the Registered Participant shall forthwith contact the court's CM/ECF Help Desk by sending an e-mail message to [helpdesk@canb.uscourts.gov](mailto:helpdesk@canb.uscourts.gov) to obtain a new password.
6. All originally executed pleadings/documents signed by someone other than the Registered Participant (e.g., verified pleadings), which are subsequently electronically filed with the court, must be retained by the Registered Participant for five years after the case or adversary proceeding has been closed.

Applicant's Signature

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Please type applicant's name above

Please return this form electronically to the United States Bankruptcy Court for the Northern District of California at [helpdesk@canb.uscourts.gov](mailto:helpdesk@canb.uscourts.gov)